

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

Reference #FY14-07

Position Title: Case Manager

Location: Office of the Clerk, NYC

Salary Range: CL-23/1 to CL-23/25 (\$35,340-\$44,175)
depending on experience, salary, and qualifications

Closing Date: Open until filled

Position Overview: The Case Manager reviews, routes and prepares legal documents and correspondence pertaining to appellate cases. He/she enters case information in the Court's computer database, advises counsel and the public on court procedures and federal and local rules, and applies the rules as needed to appeals. There is more than one position available. Incumbent selected may be assigned to the Case Initiation, Agency, Civil or Criminal team.

Requirements: Applicants must be computer literate and have excellent organizational and communication skills. Must possess a minimum of two years of work experience which relates to the processing of legal documents and/or the application of regulations, or the use of technical terminology. Education above the high school level may be credited toward work experience. Bachelor or Associate Bachelor degree from an accredited institution preferred. Equivalent work experience will be considered. Must be U.S. citizen or authorized to work in the U.S. pending citizenship.

Application Procedure: Please submit two (2) cover letters and two (2) résumés to:

Evelyn Ortiz, Human Resources Director
United States Court of Appeals, Second Circuit
40 Foley Square, Room 1400
New York, NY 10007
Attn.: Human Resources, Reference #FY14-07

OR submit by email to: resumes@ca2.uscourts.gov

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER